

Washington State Dept. of Community, Trade & Economic Development
Community Services Division
PO Box 48350
Olympia, Washington 98504-8350

Please
pass along extras
to a colleague.

CTED Community Services Division 2nd Annual Stakeholders Conference

Reality Nonprofit Management June 1–2, 2005 Marriott Sea-Tac Airport Hotel Seattle, Washington



WHO SHOULD ATTEND

- ▶ CEOs and Executive Directors
- ▶ Board Chairs
- ▶ Second in Command
- ▶ Board Members

Presented by:



WASHINGTON STATE

DEPARTMENT OF COMMUNITY, TRADE & ECONOMIC DEVELOPMENT

R E G I S T R A T I O N B R O C H U R E



FEATURED SPEAKERS

Dear Colleagues,

On behalf of the Washington State Department of Community, Trade and Economic Development, I would like to invite you to the 2nd Annual CSD Stakeholders Conference, to be held June 1–2, 2005 in SeaTac.

Reality Nonprofit Management will be a high-energy conference with nationally recognized speakers and Governor Christine Gregoire. The event will bring together nonprofit capacity builders, state associations of nonprofits, support organizations, agency leaders, policy makers and others who focus on nonprofit service to Washington State citizens.

Building on last year's Stakeholders Conference, the agenda includes topics you identified and provides an opportunity for further partnership development. Topics include nonprofit capacity-building and governance topics, leading-edge thinking on board governance, strategic planning, fiscal accountability, law changes and more. The conference also offers networking and peer exchange designed to expand your contacts, influence CTED operations, build on skills and deepen connections across the nonprofit sector.

We are especially grateful for your work to help and empower the Washington State citizens. We hope you will attend.

Marijo Olson

Marijo Olson
Assistant Director
Community Services Division
Washington State Department of
Community, Trade and Economic
Development

Brian D. Biro, C.L.A.S.S.

Brian Biro is one of the nation's foremost speakers and teachers of leadership, possibility thinking, thriving on change and team-building. A major client who has had Biro back to speak several times offered perhaps the most on-target introduction about his impact when he said, "Brian Biro has the energy of a 10 year old, the enthusiasm of a 21 year old, and the wisdom of a 75 year old." The author of internationally acclaimed bestseller, "Beyond Success!," which climbed to #71 on the Amazon.com top 100 — from over 2 million titles — as well as "The Joyful Spirit!," "Motivational Leaders," and "Through the Eyes of a Coach!," Biro has degrees from Stanford University and UCLA. He was rated number one from over 40 speakers at four consecutive *INC. Magazine* International Conferences. A former U.S. swimming coach and later a vice president of a major transportation corporation, Biro has appeared on *Good Morning America*, CNN's *Business Unusual* and the Fox News Network, and as a featured speaker at the Disney Institute in Orlando, Florida.



Governor Christine Gregoire, Washington State

Governor Christine Gregoire was sworn in as Washington State's 22nd governor in January. Throughout her career, Gregoire has delivered real results to the people of Washington State. Combining effective leadership with a tireless work ethic, she has shown time and again that she has the courage and independence to stand up and fight for Washington families. Her public service record reflects a commitment to ensuring that the laws of Washington work on behalf of all the people of our state.

Gregoire became Washington's 16th state attorney general in 1992, the first woman elected to the position in state history. Gregoire was re-elected in 1996 and again in 2000. Prior to being elected attorney general, Gregoire served as director of the Washington State Department of Ecology from 1988 to 1992. Raised in Auburn, Washington, Gregoire graduated from the

University of Washington in 1969 with a teaching certificate and Bachelor of Arts degree in speech and sociology. In 1977, she received a Juris Doctorate degree and, in 1995, an honorary Doctor of Law degree from Gonzaga University. Gregoire and her husband Michael reside in Olympia. When not in college or law school, their two daughters join them there.

Patt Schwab, Ph.D., CSP, FUNDamentally Speaking

Dr. Patt Schwab's doctorate is in Administration. Her thesis, on team building, was titled: "People Support What They Help Create." After working at a variety of colleges and universities, including Penn State, the University of California and the University of Washington, Schwab is now president of FUNDamentally Speaking, an international speaking and consulting business. She has been featured in numerous newspaper and magazine articles and has made frequent television and radio guest appearances. Schwab speaks throughout Europe, Canada and the United States, encouraging audiences to look inside themselves for a humorous perspective on workplace problems and challenges. She has served for three years as a citizen member on the Washington State Bar Disciplinary Committee and is president of the National Speakers Association/ Northwest Chapter. She says: "Laugh, and the world laughs with you. Cry, and you get all wet."



For More Information

Conference Program

Marijo Olson, CSD Assistant Director
360-725-2910; marijoo@cted.wa.gov
Lea Ford, CSD Operations Manager
360-725-2911; leaf@cted.wa.gov

Conference Management Event Dynamics, Inc., 360-357-8044

Kelly Carson, Registration Manager
kelly@eventdynamicsinc.com
Joanie Pop, Conference Manager
joanie@eventdynamicsinc.com

PROGRAM

All session topics and speakers are subject to change.

WEDNESDAY, JUNE 1, 2005

9:00 A.M.—5:00 P.M.

Conference Check-In

10:00 A.M.—Noon

The Apprentice (Pre-Conference Session)

This session offers an opportunity for new directors to connect with each other while discovering sources of information about nonprofit management. Anyone who is thinking about becoming an executive director, and those who are second in command, are encouraged to attend. Bring your questions and issues.

Noon—1:00 P.M.

Lunch on your own.

1:00—3:00 P.M.

Opening General Session

Welcome Comments

Marijo Olson, Assistant Director, Community Services Division

Opening Keynote Address

And the Director's Award Goes To...

Brian D. Biro, Professional Speaker and Author, C.L.A.S.S.

Creating an outstanding program in a low-budget environment takes leadership, energy and inspiration. How do you thrive and excel in the face of abrupt change, genuine adversity and immense obstacles? Brian has earned national acclaim for his work in leadership and team development. He has provided training at Starbucks Coffee, Sprint, Allstate, Southwest Airlines, PricewaterhouseCoopers and many other companies. He is the author of several highly successful books that will be available for purchase.

3:00—3:15 P.M.

Beverage Break

3:15—5:00 P.M.

Town Meeting

Your opinions about current issues and future directions are at the heart of the work in Community Services. These sessions, facilitated by the Family Policy Council, will divide attendees into three smaller groups in order to provide everyone an opportunity to participate. Issues and topics will be framed for lively, facilitated discussions. If you have a hot topic, bring that too! The work from these sessions will be captured and distributed to all participants.

5:00—6:00 P.M.

Free Time

6:00—8:30 P.M.

Dinner and Guest Speaker

The Reality Is... If You Don't Pause, Nothing Will Catch Up With You

Patt Schwab, Ph.D., CSP, FUNdamentally Speaking

If ever there was a group of people devoted to caring for others, it is you. You meet the needs of low-income families, seniors, victims of violence, those with disabilities, your staff, your volunteers, your partner agencies—and the list goes on. It's easy to forget that the human race is not something one runs! Your ability to provide nonstop service to others is largely determined by how well your own basic emotional needs are met. These are the needs to feel significant, to feel competent, and to feel loved and appreciated. Pat will share three humorous, thought-provoking and effective strategies for mastering the pace of life today and nurturing yourself while you nurture others.

To register online with your Visa/Mastercard payment, go to www.cted.wa.gov/csdstakeholders

THURSDAY, JUNE 2, 2005

8:00 A.M.—Noon

Conference Check-In

Continental Breakfast (until 9:00 A.M.)

9:00—10:45 A.M.

General Session

Extreme Makeover

Moderator:

Enrique Cerna, Anchor and Executive Producer, KCTS Connects

Panelists:

Representative Frank Chopp, House Speaker, Washington State House of Representatives

Mike Leavitt, Secretary, U.S. Department of Health and Human Services (invited)

Victor Moore, Director, Washington State Office of Financial Management

Change can be imposed upon us by external circumstances, or we can seek change to improve the position of our programs. How can we evaluate potential impacts and position our organizations to take advantage of new opportunities? This session will look at some of the possibilities that are likely to occur with federal and state funding, new laws and a new governor.

10:45—11:00 A.M.

Beverage Break

11:00 A.M.—12:15 P.M.

Breakout Sessions

The Board Room

Engage your current board and take your organization to the next level. How do you make the most of this valuable asset? How do you select and keep board members who add value to your organization? How do you keep the peace? And what's in it for them?

The People's Court

Attorney and Seattle University Nonprofit Leadership grad, Beth McCaw, will provide information on current legal "hot topics" in

continued...

PROGRAM, CONTINUED

nonprofit law. Bring your questions because, if you have a question about something, others probably do too. Topics include Sarbanes-Oxley, negotiating compensation packages for directors, changes in charitable giving, and board and director protection from liability. Beth knows the law and has an ability to make it understandable for the rest of us.

Survivor

This session, created by popular demand from last year's stakeholders conference, will discuss creating alliances for financial gain, present successful models for getting new resources and explore fundraising techniques that have been successful for other kinds of nonprofits across the United States.

12:30–2:00 P.M.

Lunch and Closing Keynote Address

Governor Christine Gregoire, Washington State

HOTEL INFORMATION

Participants are responsible for making their hotel reservations. Overnight rooms have been blocked at the **Marriott Sea-Tac Airport Hotel**. Be sure to identify yourself as a participant of the **CTED Stakeholders Conference** to receive the special conference rates. A credit card is required to guarantee your hotel reservation. The hotel will do its best to accommodate your smoking preference.

Marriott Sea-Tac Airport Hotel

3201 South 176th Street
Seattle, WA 98188
206-241-2000 (hotel direct) or
800-314-0925 (central reservations)

RATES

\$109.00 plus tax for single & double occupancy

RESERVATION DEADLINE

May 6, 2005

Check-in Time: 3:00 P.M.

Check-out Time:..... Noon

HOTEL PARKING

\$8 per night for overnight guests
\$6 per day for event parking

AIRPORT SHUTTLE

A complimentary airport shuttle is provided for Marriott Sea-Tac guests. The shuttle runs daily from 4:30 A.M.–midnight, departing from the hotel on the quarter hour. The shuttle runs on call from midnight–2 A.M. From the airport baggage claim, follow the signs to the Courtesy Van Pick-up Area. The large red Marriott shuttle will be around shortly to pick you up. There is no need to call the hotel, as the shuttle runs continuously.

DRIVING DIRECTIONS

If you are traveling south on I-5:

- Take Exit 154B (SeaTac Airport & Highway 518).
- Take the SeaTac Airport exit off Highway 518.
- Follow signs to Highway 99, Southbound.
- Travel approximately 1 mile on Highway 99.
- Turn left onto 176th Street.
- Marriott Hotel is up the hill on the right.

If you are traveling north on I-5:

- Take Exit 152 (188th Street).
- Turn left onto 188th Street.
- Travel approximately 1 mile.
- Turn right onto Highway 99.
- Turn right onto 176th Street.
- Marriott Hotel is up the hill on the right.

If you are traveling south on I-405:

- I-405 South will become Highway 518 as you pass over I-5.
- Remain on Highway 518 for approximately 1 mile.
- Take the SeaTac Airport exit off Highway 518.
- Follow signs to Highway 99, Southbound.
- Travel approximately 1 mile on Highway 99.
- Turn left onto 176th Street.
- Marriott Hotel is up the hill on the right.

If you are traveling west on I-90:

- Take appropriate exit for either I-405 or I-5 southbound.
- Follow appropriate directions above for the freeway you are on.

Please note: Highway 99, Pacific Highway and International Blvd. are all the same road.



Conferences and meetings sponsored by CTED shall be accessible to persons with disabilities. Accommodations and communication material in alternative formats can be arranged with a minimum of 15 working days notice to Mark Porter, 360-725-2836, or e-mail markp@cted.wa.gov.

REGISTRATION FORM



CONFERENCE REGISTRATION FORM

Complete one form per person.
Photocopy for additional attendees.

PLEASE PRINT CLEARLY.

No phone registrations accepted without
faxed registration form to verify.

Sorry, no shared registrations accepted.

Confirmation letters will be sent via email for
registrations received by May 20, 2005.

Space is limited, so register early!

FEES

Payment must be in U.S. currency.
Registration includes opening dinner,
continental breakfast, lunch, beverage breaks
and conference materials.

REGISTRATION QUESTIONS

Kelly Carson; Event Dynamics, Inc.
360-357-8044; kelly@eventdynamicsinc.com

REFUND & CANCELLATION POLICY

All cancellations must be received in writing by
May 20, 2005. No refunds will be made after that
date. This policy applies to all registrations, including
those forms accompanied by a purchase order.

UNPAID NO-SHOWS

You will be invoiced for the late registration amount.
This policy applies to all registrations, including those
forms accompanied by a purchase order.

LATE PAYMENTS

Any registrant whose fees are unpaid
after the conference will be invoiced at the late
registration amount. This policy applies to
all registrations, including those forms
accompanied by a purchase order.

PURCHASE ORDERS

Purchase orders are not considered final payment.

Final payment needs to be made with either a
check or credit card. Please check the appropriate
rate for when final payment can be made.

If an invoice is needed to process payment,
please mark the appropriate box. Invoices are
not automatically sent for registrations
accompanied by a purchase order form.

SEND FORM & PAYMENT TO

Stakeholders Conference
c/o Event Dynamics, Inc.
3042 Cain Road SE
Olympia, WA 98501-3806
Fax: 360-786-8125

MAKE CHECKS PAYABLE TO

Stakeholders Conference
(CTED Tax ID#: 91-0823820)

Please include your registration
form with payment.
Do not staple.

NAME (FOR BADGE)

AGENCY/COMPANY

MAILING ADDRESS

CITY

STATE

ZIP+4

PHONE

FAX

E-MAIL

Please note: Your information supplied above will be included in the conference roster provided to all participants.

SPECIAL DIETARY NEEDS: ☐ Vegetarian meals ☐ Other: _____

REGISTRATION RATES

Early Rate (PAYMENT BY 5/20/05)

\$95

Late Rate (PAYMENT AFTER 5/20/05)

\$125

TOTAL AMOUNT ENCLOSED

\$ _____

PAYMENT METHOD

☐ Invoice needed to process payment

☐ Check enclosed

☐ Check in process

☐ Purchase Order # _____

☐ Invoice needed to process purchase order

(Please note: A purchase order is not final payment. Final payments must be made with a credit card or check.)

☐ Master Card

☐ Visa

CREDIT CARD #

EXP. DATE

NAME ON CARD

SIGNATURE

Credit card receipts will be sent to the registrant listed above unless otherwise noted.

TO HELP US PLAN, PLEASE INDICATE IF YOU PLAN TO ATTEND THE FOLLOWING EVENTS:

WEDNESDAY, JUNE 1, 2005

THE APPRENTICE (PRE-CONFERENCE SESSION)

☐ YES

☐ NO

DINNER

☐ YES

☐ NO

THURSDAY, JUNE 2, 2005

CONTINENTAL BREAKFAST

☐ YES

☐ NO

LUNCH

☐ YES

☐ NO

PLEASE RETURN ENTIRE PAGE.

To register online with your Visa/Mastercard payment, go to www.cted.wa.gov/csdstakeholders.

PROGRAM-AT-A-GLANCE

WEDNESDAY, JUNE 1, 2005

9:00 A.M.—5:00 P.M.	Conference Check-In		
10:00 A.M.—NOON	Pre-Conference Session The Apprentice		
NOON—1:00 P.M.	Lunch on your own		
1:00—3:00 P.M.	Opening General Session Welcome Comments <i>Marijo Olson, Assistant Director, Community Services Division</i> Opening Keynote Address And the Director's Award Goes To... <i>Brian D. Biro, Professional Speaker and Author, C.L.A.S.S.</i>		
3:00—3:15 P.M.	Beverage Break		
3:15—5:00 P.M.	Town Meeting	Town Meeting	Town Meeting
5:00—6:00 P.M.	Free Time		
6:00—8:30 P.M.	Dinner & Guest Speaker The Reality Is... If You Don't Pause, Nothing Will Catch Up With You <i>Patt Schwab, Ph.D., CSP, FUNdamentally Speaking</i>		

THURSDAY, JUNE 2, 2005

8:00 A.M.—NOON	Conference Check-In		Continental Breakfast (until 9:00AM)	
9:00—10:45 A.M.	<div>General Session</div> <div>Extreme Makeover</div> <div>Moderator: Enrique Cerna, Anchor & Executive Producer, KCTS Connects</div> <div>Panelists: Representative Frank Chopp, House Speaker, Washington State House of Representatives</div> <div>Mike Leavitt, Secretary, U.S. Department of Health & Human Services (invited)</div> <div>Victor Moore, Director, Washington State Office of Financial Management</div>			
10:45—11:00 A.M.	Beverage Break			
11:00 A.M.—12:15 P.M.	The Board Room	The People’s Court		Survivor
12:30—2:00 P.M.	<div>Lunch & Closing Keynote Address</div> <div>Governor Christine Gregoire, Washington State</div>			